



OFFICE OF THE NATIONAL COMMANDER
NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

MAR 1 2002

MEMORANDUM FOR: CAP REGION CCs/CDDs, WING CCs/CDOs, CAP-USAF
LIAISON REGION CCs, and WING LIAISON STAFF

SUBJECT: Interim CAP Counterdrug Member Qualifications and Currency

1. This letter will serve as interim guidance pending publication of CAPR 60-6, *Civil Air Patrol Counterdrug Operations*. It supersedes the requirements in the Civil Air Patrol Counterdrug Operations Handbook (CD Handbook) dated 1 August 99 and other CAP regulations and policy letters addressing CD qualifications and currency.

CD Member Initial Qualification

2. The wing/region commander selects a CAP member to participate in the CD program. The following requirements must be met before the member may participate:
 - a. Member must be ES mission qualified.
 - All CD mission pilots, observers and scanners must be current and meet the ES qualifications and requirements for their specialty track as stated in CAPR 60-1, *CAP Flight Management*, and CAPR 60-3, *CAP Emergency Services Training and Operational Missions*.
 - b. The selected member must be a senior member, at least 21 years of age, with at least two years membership in CAP. Time spent as a cadet may be used to satisfy this requirement provided a waiver is submitted to and approved by the Chief, Counterdrug and Homeland Security (HQ CAP/DOH).
 - c. The applicant must complete a CAP Form 83, *Civil Air Patrol Counterdrug Application*, and submit it to the wing CDO/region CDD. Only the most current version (the one on the CAP Homepage) will be accepted. This form is a two-sided form, printed on the front and back of a single sheet of paper. Ensure you have filled in all parts of every box on both sides. The wing/region commander reviews member eligibility and signs the form. The wing CDO/region CDD submits the form, with original signatures and printed as a one-page document, to the Chief, Confidential Screening (HQ CAP/DPPX) for processing.
 - d. HQ CAP/DPPX verifies accuracy of the member information on the CAP Form 83 and forwards it to the El Paso Intelligence Center (EPIC) for background screening. EPIC forwards the CAPF 83 and the results of their screening to both

the U.S. Customs Service (USCS) and Drug Enforcement Administration (DEA) for their review and agency specific background screening. Members are required to be screened and cleared by both the USCS and DEA. If either USCS or DEA denies member participation, the individual will not be allowed to participate in the counterdrug program.


- USCS and DEA will not provide the reason they decline the participation of an individual.
 - If a member's application is lost, he/she must re-submit their application and be approved by USCS and DEA, before he/she may participate in any CD missions or the National Counterdrug Orientation Telecourse.
- e. The member must attend a National Counterdrug Orientation Telecourse. The member should only be scheduled to attend the National Counterdrug Orientation Telecourse after the screening process has been completed. The Telecourse will be held the third Saturday of March and September through the year 2005 (some dates in the CD Operations Handbook are incorrect, so check a calendar). In accordance with USCS and DEA policy, viewing a videotape copy of the Telecourse does not satisfy this requirement.
3. When all the above requirements have been met and proper documentation has been provided to HQ CAP/DPPX, wing/region CD rosters will be updated and a 101CD card for each certified applicant will be sent to the respective wing/region commander. The wing/region commander will make a final review of each member's qualifications and issue the individual his/her 101CD card. Once the member has been issued the card, the individual is then authorized to participate in approved CD missions.

CD Currency

4. The new CAPF 101CD cards are issued with a 4-year expiration date printed on the card. Prior to the expiration date, the CD member must submit a new CAPF 83 for rescreening and recertification by USCS and DEA. If either USCS or DEA denies member participation, the individual will not be allowed to participate in the counterdrug program. There is no appeal to USCS or DEA. HQ CAP/DPPX will establish a phased transition to the new CAPF 101CD card with expiration date for those CD members who hold the old CAPF 101CN/CD card (no expiration date printed on the card). HQ CAP/DPPX will notify these CD members when they are required to submit a new CAPF 83 for rescreening and recertification by USCS and DEA.
5. In order to maintain currency in the program, members must meet the following requirements;
- a. Complete 20 hours of participation in the CD program every year. Individual members are responsible for keeping track of the number of hours they participate in the CD program. The wing CDO/region CDD will establish a

tracking mechanism to insure members' participation. At the end of each fiscal year, the wing commander and CDO/region commander and CDD will review their list of members who did not meet the 20-hour participation requirement to determine if the member should be dropped from the wing/region CD program. The wing CDO/region CDD will forward a list of the members to be removed from their CD roster for lack of participation to HQ CAP/DPPX. Any form of participation in the CD program will satisfy this requirement. Some examples are:

- Time invested in attending the National Counterdrug Orientation Telecourse.
 - Time invested devising scenarios, teaching courses, processing reimbursements, instructing or evaluating personnel.
 - All time spent associated with a CD mission: coordinating, mission planning, preflight, flying time, time between sorties on a mission, post-flight, completing paperwork, following-up on mission results, travel to and from a CD base of operations, etc.
 - Performing administrative tasks or duties and providing communication support directly related to the CD program.
- b. Members must attend a National Counterdrug Orientation Telecourse at least once every two years. Viewing a videotape copy of the Telecourse does not satisfy this requirement.
- If an individual does not attend a National Counterdrug Orientation Telecourse within the two-year timeframe, the member will be suspended from participation in the counterdrug program. The suspended member may participate in CD activities only after attending the next scheduled telecourse. Attendance is documented on a CAPF 81, *Counterdrug Orientation Attendance Roster*, and sent to HQ CAP/DPPX. If the member fails to attend the next scheduled Telecourse (hasn't attended in two and a half years), the individual will be dropped from the CD program. The member would then have to complete the entire application process in order to become certified to participate in the CD program again.
6. HQ CAP/DOH may issue individual waivers to these requirements upon written request. Requests for individual waivers must be submitted through the wing CDO/region CDD and wing/region commander. If you have any questions, please address them to Norm Ginther at 334-953-2452 or email him at nginther@capnhq.gov.



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